

MSC PARTNERS MEMBER MEETING
MONTANA STATE LIBRARY GRIZZLY RM
SEPTEMBER 26, 2013
9:00 – 10:45

Patty Jones, Vic Chair called the meeting to order

Roll Call taken –

Members Present: Darby – Wendy Campbell, Drummond School Community - Jodi Oberweiser, Fallon Co. – Ve Abrams, Flathead County – Kim Crowley and Patty Jones, Glendive – Dawn Kingstad and Marci Wiseman, Hearst Free – Mitch Grady, Lincoln County Libraries – Stacy Walenter, Miles City Community College – Ann Rutherford, Miles City Public – Sonja Woods and Michelle Cunningham, Missoula Public – Honore Bray, North Valley Public – Donna Larson, Plains Library District – Carrie Terrell, North Lake Community Library – Marilyn Trosper, Rosebud Co. Public – Cheri Hesser, Bicentennial Library – Mary Kay Bullard, Whitefish Community – Joey Kositzky and Sally Paulding, Stillwater Co – Della Haverland

MSC Staff – Ken Adams, Melody Condron and Amy Marchwick

Absent: Bitterroot Public Library, Mineral Co. Library, and Prairie Co. Library

July Minutes – Motion to approve by Honore Bray, second by Jodi Oberweiser. Motion carried

Damaged Materials – Discussion took place.

Local practices regarding damaged items vary from library to library. Libraries may wish to note damage to their items before sending it to another library to fill a hold.

TRACKING OF COURIER ITEMS - Items from Glendive travel to western libraries quicker than they travel from west to east.

Glendive has changed their pickup from two days a week to three to help with the issue

Transit Reports will be based on three weeks rather than two weeks because items maybe truly be in transit for over two weeks. MSC staff will make this change for everyone.

Dawn thanked everyone for helping with the test.

Marilyn said Polson is not receiving pickup from the Courier five days a week. The driver calls and does not have anything to deliver so they do not drive to Polson. Marilyn will call Butte and let them know.

PLAINS LIBRARY WILL BE CLOSED – Plains is getting new carpet so will need to close for up to two weeks. Carrie will let everyone know when she has dates. MSC staff will put the closed dates into the system.

REMEMBER IF YOU DO NOT WANT AN ITEM TO CIRCULATE – it must have a rule that does not circulate. If an item is Shadowed in the catalog and shared a record with holdable items the shadowed item may end up with a hold on it. Do not shadow because you don't want your item to have a hold, use a circ rule.

SEE YOUR CATALOGING MENTORS TO HAVE RECORDS CHANGED.

Partner Libraries will be simplifying circulation and checkout rules – we will hear more about this from the MSC Staff. There are too many rules for each type of material and it creates too many circ lines when adding new Partner Libraries. When the MSC Staff come knocking remember we said simplify.

The SOP needs updating – MSC staff has created return accounts for those libraries that do not have float return. When you have a Partner item that you want to return to the owning library just check it out to the return or float return account. Do not put it in a crate without checking it out.

REPLACEMENT COPIES – If a user damages a book from a Partner Library remember we do not exchange money. If you collect the damage book fee you keep it for your library. However if the user brings in an exact copy of the damaged material it would be nice if you send it to the Partner Library that lost the item.

SOP COMMITTEE – Jodi Oberweiser, Chair
Patty Jones, Elizabeth Jonkel, Robert Mueller, member
Kim Crowley, Editor

FCL – FINE FREE IN JANUARY

Fines are levied based on the local circulation rule. This will affect FCLS libraries only and will not affect checkout and fines in other Partner libraries

Next meeting – Conference Call – November 19, 2013 at Noon

Respectfully submitted: Honore Bray